



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County employees. These programs will help to increase the knowledge, skills and competencies of all Montgomery County employees.

November 2015 Training Opportunities – Space Available

Join OHR for these professional development training courses in November or check out the [2015 Training Catalog](#) for even more development opportunities.

November 2015 – Training Opportunities			
Course Title	Date	Time	Location
Drug-Free Workplace for Supervisors (Non-DOT)	Nov. 4	1:30 – 3:30 p.m.	255 Rockville Pike (#102)
ERS Applying for Retirement	Nov. 4	9 – 10:30 a.m.	COB Auditorium
Health Insurance: Applying to Retire (1/1/16)	Nov. 4	10:30 a.m. – Noon	COB Auditorium
How to Deal with a Difficult Person	Nov. 4	10:15 -11:15 a.m.	255 Rockville Pike (#102)
Preventing Workplace Harassment	Nov. 4	9:00 a.m. - Noon	EOB Auditorium
Social Media Do's and Don'ts	Nov. 5	12:45 – 1:45 p.m.	255 Rockville Pike (#102)
Becoming a Skilled Coach	Nov. 5	2 – 4 p.m.	255 Rockville Pike (#102)
Contract Drafting and Risk Management	Nov. 10	9 a.m. – 3 p.m.	Fleet Mgmt. Crabbs Branch Training Room
FMLA Overview for Management	Nov. 10	1:30 – 4 p.m.	255 Rockville Pike (#102)
Overview of Contract Administration	Nov. 10	12:30 – 4:30 p.m.	EOB Auditorium Lobby Level
PowerPoint 2010 (Intermediate)	Nov. 12	9 a.m. – 4 p.m.	Gaithersburg Office Pro
Facilitating Productive Meetings	Nov. 16	10:15 – 11:15 a.m.	255 Rockville Pike (#102)
Interpersonal Skills in Business	Nov. 16	9 – 10 a.m.	255 Rockville Pike (#102)
Presentation Skill Building	Nov. 16	11:30 – 12:30 p.m.	255 Rockville Pike (#102)
Contract Negotiation	Nov. 17	9 a.m. – 3 p.m.	255 Rockville Pike (#102)
Outlook 2010 (Intermediate)	Nov. 19	9 a.m. – 4 p.m.	Gaithersburg Office Pro
Conversations on Race & Culture in the Workplace	Nov. 19	8:30 a.m. – 12:30 p.m.	UpCounty Regional Srvs Center (Rm 3F)
Creative Problem Solving	Nov. 19	1– 4 p.m.	255 Rockville Pike (#102)
Interpersonal Communication	Nov. 19	9 a.m. – 4 p.m.	UpCounty Regional Srvs Center (Rm 3F)
Improving Your Credit Score	Nov. 24	10 – 11 a.m.	255 Rockville Pike (#102)

Register Online

- **MCG employees** can register via [Oracle Employee Self Service](#). Need directions? [Click here](#).
- **Contractors** can register via [AccessMCG](#). Need instructions? [Click here](#).
- **If you do not have a Log-in Name and Password for AccessMCG**, please [click here](#) for instructions to request access MCG Training Catalogs.

Need Assistance?

Contact the OHR Training Team at (240) 777-5116 or olm.admin@montgomerycountymd.gov.